



ARFTG Author Instructions for Final Paper Submission

Congratulations, your summary paper has been accepted and you have been asked to submit your final manuscript. These instructions are intended to guide you through the Final Paper Submission process for ARFTG. Please print out these instructions and read them very carefully!

The deadline for final submissions is on the call for papers and the paper must be in PDF-ONLY format! Your final submission must be IEEE Xplore compatible or it will not be accepted.

1. Final Paper Submission

All authors who are accepted for publication must submit the Final Version of their paper no later than the published deadline. You must resubmit your paper, *even if no changes were made to your initial submission!* Your final submission should use the ARFTG template although ARFTG has traditionally accommodated a wide range of styles. A strictly enforced 1-Megabyte limit applies to the PDF file uploaded to the web site. Please don't ask for exceptions to these limits!

All papers must be IEEE Xplore[™] compatible PDFs. ARFTG has registered for use of the IEEE tool: IEEE PDF eXpress[™]. IEEE PDF eXpress is a free service to IEEE sponsored conferences, allowing their authors to make IEEE Xplore compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function).

The final paper will appear on the CD-ROM exactly as submitted. (There are no page charges.) Completion of Copyright assignment is **required** at this stage of the submission process. During the submission of your final manuscript you will be automatically taken to the IEEE electronic copyright form web sight to complete the copyright formalities. Your final manuscript submission will not be complete without the electronic copyright transfer. The copyright process must be completed by the paper submission deadline. No copyright forms submitted by fax or mail will be accepted.

How to Submit your Final Paper:

A complete submission requires four actions:

- (1) Create, proofread, and check the layout of your final manuscript.
- (2) Use the IEEE PDF eXpress web site to generate an IEEE Xplore compatible PDF of your final digest paper (you must do this even if you are not making any changes to the summary paper you originally submitted).
- (3) Upload the new electronic copy of your final digest paper.
- (4) Electronically complete and submit an IEEE Electronic Copyright transfer form.

All of these actions must be completed prior to the Final paper submission deadline.

Step-by-Step Instructions for Final Paper Submission:

NOTE: If you are submitting more than one paper, you will need to repeat all steps for each paper.

Step 1. Login to the IEEE PDF eXpress web site. Access IEEE PDF eXpress through the URL <http://www.pdf-express.org>. You should now be at the “**Login**” screen.

- a. **First-time users** – (1) Click “New Users – Click Here.” (2) Enter the **Conference ID** provided on the ARFTG website, your email address, and choose a new password. Continue to enter information as prompted. (3) You will receive online and email confirmation of successful account setup.
- b. **Previous PDF xPress users, but using it the first time for a given conference** – (1) Enter the **Conference ID** provided on the ARFTG website, your email address, and enter the password used for your old account. (2) When you click “Login,” you may receive an error saying you need to set up an account. Simply click “Continue.” By entering your previously used email address and password combination, you will enable your old account for access to this new conference. (3) Check that the contact information is still valid and click “Submit.” (4) You will receive online and email confirmation of successful account setup.
- c. **Returning users** – Enter the Conference ID (provided on the ARFTG website), your email address, and password.

Step 2. To convert your manuscript to an IEEE Xplore compatible PDF file using IEEE PDF eXpress click ‘Create New Title.’ You will need to do this for each conference paper to be submitted.

Step 3. Enter identifying text for the paper (title is recommended but not required). Click “Submit Source Files for Conversion.” You can alternatively check if an existing PDF file is already IEEE Xplore compatible by clicking “Submit PDF for Checking.”

Step 4. Indicate platform, source file type (if applicable), click “Browse” and navigate to file, and click “Upload File.” You will receive online and email confirmation of successful upload.

Step 5. You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.

If you are not satisfied with the IEEE PDF eXpress-converted PDF:

Option 1 – Resubmit your source file with corrections (**Try again**, then **Submit Source Files for Conversion**)

Option 2 – “Request a Manual Conversion” through your account

Step 6. Access the paper submission site at one of the following (depending on the conference)
http://www.mtt-tpms.org/symposia_v6/ARFTG_Fall/start.html or
http://www.mtt-tpms.org/symposia_v6/ARFTG_Spring/start.html

Upload Final Manuscript – To upload your final manuscript, select “**Begin a new Digest final Paper Submission**” from the dropdown list and then press the “**Continue**” button.



Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.



ARFTG Digest final paper Submission

Please consult the detailed instructions for [ARFTG Digest final paper Preparation](#).



Step 1 of 8: Begin the Process of Submitting a Paper

Please indicate if this is a **new Digest final paper Submission**, the **update of a previous Digest final paper Submission**, the **withdrawal of a previous Digest final paper Submission**, or an inquiry on the **status of a Digest final paper Submission** using your previously issued **Registration Key**. Please have your previously issued **Registration Key** available as you will be required to enter it on the next web form.

Action:

When you are ready to proceed, please select:

Please contact [Roger Pollard](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Withdrawing a Previous Submission – An author who has submitted an accepted Final paper but now wishes to withdraw the submission from the conference should select “**Withdraw a Previous Submission**” from the dropdown list and then press the “**Continue**” button. Please follow the directions on page 9 for further details. Withdrawal of accepted papers will not be possible after the published deadline.

Step 7. You should now be at the “**Registration Key**” screen. Your confirmation email (sent when you have completed the submission process) will contain your *registration key*. You will also need it should you ever want to update or withdraw your submission in the future. A screen with a sample *registration key* entered is shown below.



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ARFTG Digest final paper Submission

Please consult the detailed instructions for [ARFTG Digest final paper Preparation](#).



Step 2: Registration Key:

You are being issued a submission **Registration Key**. Please **record** it as you will need it in the future.

Registration Key: IB8J5xAsMzEe

Since your **Registration Key** will be required in all future correspondence and all interactions with the website, **please copy down your Registration Key and keep it in a safe place!**

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The “**Registration Key**” screen

Step 8. You should now be at the “**Title, Abstract, # of authors, and # of affiliations**” screen. Please note that your abstract should be no more than 1000 characters long and the title and abstract should be the same as that contained in your manuscript. If you prefer, you may copy and paste the title and abstract

from your MS Word document (only special characters supported by the UTF-8 Unicode character set will be supported). Check the pasted text carefully for encoding errors and edit as needed. Information entered here will be used "as is" in official conference publications. **Please check carefully for errors.**

Note: The abstract must be 1000 characters or less or it will not be accepted.

Note: Do not use all upper case or all lower case since this information may appear, as you enter it, in official publications. The software is programmed to check and reject improperly formatted text.



**Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.**

ARFTG Digest final paper Submission

Please consult the detailed instructions for [ARFTG Digest final paper Preparation](#).



Step 3: Title, Abstract, # of Authors, and # of Affiliations

Please do not cut and paste text from a word processing program into these forms unless you have first converted to 'text only' format. Please enter the **Title** of your submission (do **NOT** use all upper case or all lower case, this information may appear, as you enter it, in official publications.)

Type the title here as it appears on the manuscript

Please enter a short (maximum of 1000 characters) **Abstract** describing your submission:

Abstract, as it appears on the manuscript, goes here.

In order to optimize the forms that you will need to complete, you will need to provide the **Number of Authors** and **Number of Affiliations/Addresses**

Please select the total **Number of Authors** (including the Corresponding Author):

Number of Authors:

Please select the total **Number of Affiliations/Addresses**. Note that each author may only list one Affiliation/Address. Remember that if an author is not currently employed (i.e., retired and hence, no organizational affiliation) **Address** information is still required.

Number of Affiliations/Addresses:

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Save this information in a temporary file and continue to Step 4

Please contact Roger Follard if you have any questions.
Please contact Jeffrey Ford if you encounter errors, errors or malfunctions.

Step 9. You should now be at the “**ARFTG-specific options, file format, and author responsibilities**” screen. You should now review the “**Statement of Clearance Approval.**” Please read the document carefully, as final papers will be accessible internationally. If you agree and can comply with the statement, click the checkbox. On rare occasions, a few authors have encountered problems in getting permission to publish a paper after being accepted for publication. When a paper has to be removed from copies of the Digest, it causes all sorts of problems for everyone concerned. It is our policy that if a paper must be removed after the CD-ROM is finalized it will be done at the author’s and/or the sponsoring organization’s expense. Next, you should review the “**Statement of Copyright Release.**” You must state that you, or a designated officer, understand that copyright assignment is required and will submit a copyright transfer form electronically on or before the paper submission deadline. Copyright submission instructions are provided later in this document. If the copyright transfer is not completed, ARFTG and the IEEE will be unable to publish your paper.

Step 4: ARFTG-specific Options, File Format, and Author Responsibilities

Select the appropriate response to each of the following. If you are unsure please check the [ARFTG Digest final paper preparation instructions](#).

Statement Of Clearance Approval:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that: (1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained and will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.

Statement Of Copyright Release:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that: I/we, the authors, understand that copyright for this material must be assigned to the IEEE prior to publication and will complete the e-copyright process at the end of this submission.

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By checking this box, I certify that I and all of my co-authors, have read, understood and agree that: Neither this material nor essentially similar material has been submitted to or published by any other publication or meeting.

Statement Of Compliance:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that: If my/our submission does not comply with the letter and spirit of the guidelines found in the Call For Papers, then our submission may be arbitrarily truncated or withdrawn from the Conference.

Statement Of Obligation:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that: I/we undertake that the author (or one of the authors, if a joint paper), will register for the 71st ARFTG Conference and will attend to present the paper.

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Finally, you should review the other statements and check the boxes to confirm that you agree and can comply with the statement. If you cannot comply with the statements, you will not be able to complete the submission of your paper to the ARFTG Conference.

Step 10. You should now be at the “**Author List**” screen. Please enter the authors in the order they appear on your submission. Do not use all upper case or all lower case, since this information may appear, *as you enter it*, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully. Be sure to indicate which author is the **Correspondent**, the person responsible for all communications concerning this submission, by selecting the appropriate **Correspondent** button. Note that you may designate a co-author to be the corresponding author. However, there can be only **one** corresponding author per paper, and it should preferably be the person who will present the paper at the symposium. Also specify the presenting author and provide a

Step 5: Author List

Please enter the **Authors** in the order they appear on your submission. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Be sure to indicate which **Author**, designated the **Correspondent**, will be responsible for all communications concerning this submission by selecting the appropriate **Correspondent** button.

Also, you must indicate which **Author**, designated the **Presenter**, will be presenting this submission if it is accepted for ARFTG by selecting the appropriate **Presenter** button.

Author # 1: **CORRESPONDENT** **PRESENTER**

Title:	First/Fore Name: <small>(e.g. Jeff, not jeff or JEFF)</small>	Middle Name(s): <small>(include the period if entering initials)</small>	Last/Sur/Family Name: <small>(e.g. Williams, not williams or WILLIAMS)</small>
<input type="text" value="Dr."/>	<input type="text" value="Jim"/>	<input type="text"/>	<input type="text" value="Smith"/>
International Access Code:	Phone Number:		
<input type="text" value="United States"/>	<input type="text" value="123-456-6789"/>		
E-mail Address:	<input type="text" value="j.doe@eee.org"/>		

Please enter a very brief version of the **Presenter's Biography**:

Please supply information that the session chair can use to introduce the presenter.

This information may be used in ARFTG documents, publications, and/or correspondence, **so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility. Remember: you should NOT use all upper case or all lower case text.**

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Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 11. You should now be at the “**Author’s affiliations and addresses**” screen. Please enter the Affiliations and Addresses (Company, Laboratory, or University) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. Do not use all upper case or all lower case, this information may appear, *as you enter it*, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully.

Step 6: Authors' Affiliations and Addresses

Please enter the **Affiliations and Addresses** (Company, Laboratory, University) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Affiliation/Address # 1:

Organization:	Department:	Address:	
<input type="text" value="Some Co."/>	<input type="text"/>	<input type="text"/>	
City:	State/Province: <small>(if commonly used in mailing addresses in your country)</small>	Postal/ZIP Code:	Country:
<input type="text" value="Anytown"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>

Please indicate the affiliation that each of the authors listed below has with the Affiliation/Address information you entered immediately above:

Primary Affiliation	Author's Name
<input type="radio"/>	Jim Smith

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Step 12. You should now be at the “**Upload manuscript PDF file**” screen. Use the “**Browse...**” button to identify the file that you wish to submit. Using the “**Browse...**” button assures that the correct location of the file is entered. The file name will then appear in the text box. Next, select the “**Upload my file, create the official registration, and return my confirmation page**” button and your file will be transmitted, your registration information will become official, and a confirmation web page will be returned to you. Please make sure your file size does not exceed the 1 MB limit. Do not quit your web browser or close this browser window. If your file is large, it may take some time to complete the upload. A web page will be returned indicating success or failure of the upload.

Step 7: Selecting and Uploading Your File

Use the **Browse...** button to identify the file that you wish to submit. Using the **Browse...** button assures proper location of the file in your file system. The file name will then appear in the text box. Next, select the **Upload my file, ..., confirmation page** button and your file will be transmitted, your registration information will become official, and a confirmation web page will be returned to you.

Please make sure your file size does not exceed the 1.0 MByte limit!

Do not quit your web browser or close this browser window!

If your file is large, it may take some time to complete the upload.

A web page will be returned indicating success or failure of the upload.

*.pdf file to be uploaded:

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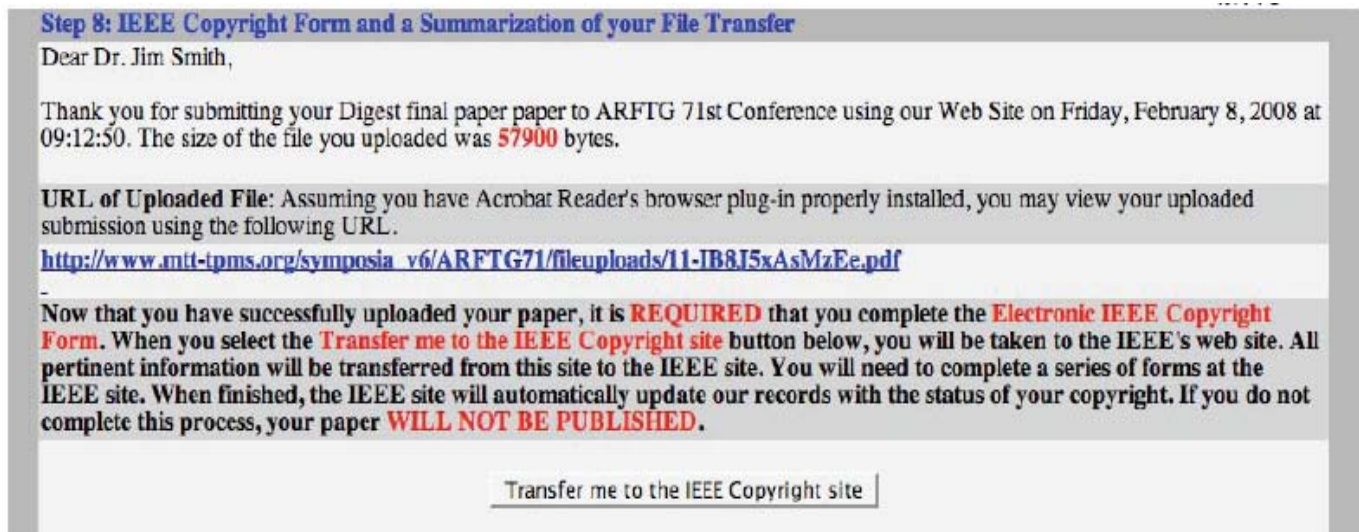
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Step 13. If you successfully uploaded your manuscript PDF file, you should now be at the “**IEEE Copyright Form and a Summary of your File Transfer**” screen. The IEEE Electronic Copyright form is a feature we hope you will find quick and convenient. It eliminates the downloading, printing, signing, and mailing/faxing of a hard copy of the IEEE Copyright form.

It is required that you complete the electronic IEEE Copyright form. Select the “**Transfer me to the IEEE Copyright Site**” button and your pertinent manuscript information will automatically be entered into the initial page of the IEEE electronic copyright process.

Your submission is not complete until you finish the IEEE Copyright assignment electronically (Step 14 below).

Step 14. Follow the directions of the IEEE Copyright Form Wizard to complete the copyright transfer. The site will generate the correct form depending on your answers to the Wizard questions. If you do not have authority to transfer copyright, you may identify another author or corporate officer to complete the form. Regardless of who completes the form, it must be done electronically, and your submission is not finished and your paper cannot be published until copyright transfer is completed. Your ARFTG record will be updated automatically when Copyright transfer has been successful.



The screenshot shows a web page titled "Step 8: IEEE Copyright Form and a Summarization of your File Transfer". The content includes a greeting to Dr. Jim Smith, a thank you message for submitting a paper to the ARFTG 71st Conference on February 8, 2008, and the file size of 57900 bytes. It provides a URL to view the uploaded file: http://www.mit-tpms.org/symposia_v6/ARFTG71/fileuploads/11-1B8I5xAsMzEe.pdf. A prominent warning states: "Now that you have successfully uploaded your paper, it is **REQUIRED** that you complete the **Electronic IEEE Copyright Form**. When you select the **Transfer me to the IEEE Copyright site** button below, you will be taken to the IEEE's web site. All pertinent information will be transferred from this site to the IEEE site. You will need to complete a series of forms at the IEEE site. When finished, the IEEE site will automatically update our records with the status of your copyright. If you do not complete this process, your paper **WILL NOT BE PUBLISHED**." At the bottom, there is a button labeled "Transfer me to the IEEE Copyright site".

Step 15. If you successfully uploaded your manuscript PDF file and completed the IEEE Copyright transfer form, you should now be at the “**IEEE Copyright Confirmation**” screen.

E-mails confirming the receipt of your paper and the IEEE Copyright Form will be sent to you automatically.

IEEE Electronic Copyright Form

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Introduction

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Article Title: Type the title here as it appears on the manuscript

Author: Jim Smith

Date (dd-mm-yyyy): 08-02-2008

Article Source/Identifier: MTT-ARFTG71-IB6J5xAsMzEe

Author E-mail: arftg2008.tpc@google.com, r.d.pollard@leeds.ac.uk,
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Next

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Email: w.hagen@ieee.org

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After completion of the process, you should see;

Thank you. Your submission is complete.
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The submission process should be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, contact the conference Technical Program Chair (see the Call for Papers for the email address). Please be sure to read the available documentation before requesting help by email. If you encounter any technical problems in the use of this web site, please contact Jeff Pond at jpond@mtt-tpms.org

NOTE: Please ensure your spam filter is set to allow email from mtt-tpms.org

Instructions for Updating a Paper Submission:

Should you wish to update your submission in the future, you will need to return to the submission start page and select “**Upload/Update a Previous Submission**” from the dropdown list and then press the **Continue** button. You will need to enter your *registration key* in order to identify your submission. In case you have lost your key, please refer to the confirmation email received when the paper was initially submitted. It is not possible to make changes to your submission without this key.

Your registration key will not change after updating your submission so please retain your existing key. The Update feature can be used as follows:

1) To officially modify your registration (author(s), affiliations, etc.) information and/or upload a revised file by completing the entire submission process and entering the changes in the database. For your convenience, the information you entered previously will be preloaded into the web form fields. An update only becomes official when you see the “**Confirmation of your Registration and File Transfer**” screen. As part of the process, you will need to upload your manuscript PDF file again, even if it has not changed. An e-mail confirming the successful registration of your changes will be sent to you automatically.

2) You can unofficially edit your registration information without recording it in the database. This feature is provided for your convenience, as you may exit the process when ever you wish and begin again later without losing your intermediate work. Remember, however, that these changes are unofficial (not in the database) until you complete the entire process of updating your submission (including the upload of your PDF manuscript file). An update only becomes official when you see the “**Confirmation of your Registration and File Transfer**” screen and receive an e-mail confirming the successful registration of your changes.

Instructions for Withdrawing a Final Paper Submission:

NOTE: Withdrawal of an accepted paper is strongly discouraged. It is our policy that if a paper must be removed after the conference media is finalized, it will be done at the author’s and/or the sponsoring organization’s expense.

Should you wish to withdraw your Final paper, you will need to return to the submission start page and select “**Withdraw a Previous Submission**” from the dropdown list and then press the “**Continue**” button. You will need to enter your *registration key* in order to identify your submission. In case you have lost your key, please refer to the confirmation email received when the paper was initially submitted. It is not possible to withdraw your submission without this key.

A withdrawal only becomes official when you see the “**Withdrawal of your Submission**” screen. You may wish to print this page for your records. An e-mail confirming the successful withdrawal of your submission will be sent to you automatically. At the bottom of the page you should see:

Your withdrawal is complete. You may now close this window, exit this web site, or quit your browser.

2. Paper Presentations at the Symposium

Authors who are presenting talks at the Conference may want to consider using a slide template. These are usually available on the most recent IMS website. Be sure to bring a copy of your presentation on a USB drive (and a backup on CD-ROM is a very good idea). Do not bring transparencies or 35 mm slides as no equipment supporting them will be available. Note carefully the length of time allocated to your talk. If you allotted 25 minutes plan the talk for no more than 20 minutes and allow no less than 5 minutes for questions.

3. Guidelines for Interactive Forum Presentations

The Interactive Forum provides an opportunity for the presenter to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Interactive Forum to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. If you are assigned to participate in an Interactive Forum, here are some guidelines to guide you in your preparation:

Poster Space:

Plan on using an area that consists of an easel mounted “push-pin bulletin board” (poster boards), approximately 100 x 75 cm (40x30 inches). The poster board and push-pins will be provided. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a very poor practice for the Interactive Forum. The title of your poster should appear in block letters at least 2.5 cm (1 in) high. Try to make the majority of the lettering at least 1 cm (0.3 in) high, and please be considerate to those viewers who are standing at a distance, by making the majority of the material easily legible from a distance of 1 meters (3 ft). Graphs and charts should be at least 10 x 15 cm (4 x 6in) or larger. The use of color graphics and headline-style phrases in bullet charts, will allow the audience to quickly see the theme of your topic and grasp your intended message. It is a good idea to sequentially number your posted material. This will indicate to the viewer a logical progression through your presentation.

If applicable, the use of demonstration hardware and/or software, and audio-visual presentations will make your presentation more interesting to a wider viewing audience. Your presentation material must be available for viewing and you should be available for discussion during the full time scheduled for the poster displays.

4. In conclusion

We hope that you find the structure and layout of the author submission process easy to use and informative. We look forward to seeing you at the conference!